**How to subscribe to the Registrar's Dates and Deadlines calendar (iCal) with Outlook**

1. Select the Calendar icon in Outlook

2. Click Open Calendar and select "From Internet"

3. Copy and paste https://www.jmu.edu/events/registrar/ical.ics into the field and Click "OK".

4. Click "Yes" that you want to add this calendar to Outlook and subscribe to updates.

5. You can now view Registrar Dates and Deadline's calendar side by side or in "overlay mode" via View Tab > Overlay Mode